

# VACANCY NOTICE

#3054

CS-376

REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

A031213

Description of Position	TITLE OF POSITION: Revenue Agent II	CLASSIFICATION CODE: 02683400
	SALARY RANGE: 326A, \$46394-53583 Annually	REFERENCE POSITION NO.: 2554-10000-105
	Department or Agency Name: Revenue	APPLICATION PERIOD: 03/13/13-03/19/13 by 4:00pm
	Division/Section/Unit: Taxation/ Office Audit	Three day grace period ends at 4:00 pm on 03/22/13
	Assignment(s) / Comments:	
	Shift and Days: 1st (Monday-Friday)	Job Location: One Capitol Hill, Providence, RI
	Restrictions/Limitations: <b>***LATERAL BIDDERS ONLY***</b>	
	Position Covered By Collective Bargaining Union Agreement: Yes <input checked="" type="checkbox"/> X No <input type="checkbox"/>	
	Name of Bargaining Unit Union: Council 94 Local 2448	
	There is <input type="checkbox"/> is not <input checked="" type="checkbox"/> X a Civil Service List for this position <b>See A/B or Both for Specific Instructions</b>	
NOTE: If there is a list, only candidates who have taken the exam and are reachable should apply.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To perform comprehensive field or office tax audits of the accounting records, tax returns and other evidential materials of individuals, partnerships or corporate business organizations, to determine the proper tax liabilities under the State's various laws; to prepare reports as to the findings of such audits; as required to participate in hearings of various forms and formalities; and to do related work as required.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Such as may have been gained through: graduation from a four-year college of recognized standing with a major in accounting or twenty-seven (27) credits in accounting, or a Master's Degree in Accounting. <b>Experience:</b> Such as may have been gained through: employment as a Revenue Agent I or other experience substantially equal thereto. <b>Or</b> , any combination of education and experience that shall be substantially equivalent to the above education and experience. <b>SPECIAL REQUIREMENT:</b> At the time of appointment, must possess a valid driver's license. Said license must be maintained as a condition of employment.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 Application to:</b>	
	Kelly L. Liles Department of Administration General Government Service Center One Capitol Hill, 3rd Floor Providence, RI 02908	Email: <a href="mailto:KellyL-resume@hr.ri.gov">KellyL-resume@hr.ri.gov</a> TTY/TDD #: 7 1 1 (Telecommunication Device for the Deaf)



STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER